



Annual Quality Review

This guide will help you complete the Annual Quality Review workbook which is due during your license renewal month each interim year of your All STARS certification. The purpose of this workbook is to help you maintain the All STARS standards of quality and to prepare for your All STARS certificate renewal year (every three years). We have supplied prompts for each standard in the field below. Keep in mind that you only need to reply to enough standards to meet the point requirements for your current All STARS level. However, additional responses can help you to prepare for a move to higher quality. Responses must be submitted using the *DCC-434* form.

Name of Program:	Name of program	County:	County
Physical Address:	Physical address of center listed above	On-Site Director:	On-site Director should complete this form
Mailing Address:	Best mailing address	Certificate/License #:	License/Certificate # for this program
Phone #:	Best contact number for purposes of this form	Contact Email:	Contact email for purpose of this form
All STARS Level:	Current All STARS level	License Renewal Month:	DRCC license renewal month

Quality Improvement Plan	
Does your program have a written Quality Improvement Plan (QIP)?	Yes/No (can select from from down list)
If you utilize a QIP, please provide a brief statement of how you track progress towards the goals outlined in your QIP. If you do not use a QIP, provide brief statement of how you ensure sustained and/or increased quality of your program.	
Respond to all parts of the question	

Program Support and Assistance	
Has your program used technical assistance (coaching) within the past 12 months?	Yes/No (can select from from down list)
Are you interested in moving your program to a higher All STARS rating?	Yes/No (can select from from down list)
How can the All STARS team support your program to implement, maintain, or sustain the practices associated with the Kentucky All STARS Standards of Quality?	
Please respond	

Required Standards Verification

The standards listed below are required for All STARS levels 2-5. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts.	How Do You Maintain this Standard?
Classroom & Instructional Quality	50% of teaching staff have professional learning activities in developmental screening. Note: For your AQR, staff employed for less than one year do not factor in to your training ratios.	0	How many staff have completed training in developmental screening and what training was received? How will you ensure this standard is met for your renewal year? This is a good opportunity to ensure your records are up to date in ECE-TRIS!
	Complete an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.	0	A new assessment should be completed during each certification period (every 3 years or before applying for a new rating). What is the date of your last assessment and what tool was used?
	Participate in an environmental observation on a valid and reliable tool:	0	Date of last ERS visit and your lowest classroom score Keep in mind that you will need an ERS visit within 6 months of your certificate renewal date or to apply for a new rating.
	• Not required for Level 2		
	• No minimum at Level 3		
	• Minimum of 4.0 per classroom at Level 4		
	• Minimum of 5.0 per classroom at Level 5		
Staff Qualifications & Professional Development	Program/site Administrator/director receives 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree.	0	For All STARS certificate renewal, training hours must be current within 3 years OR you must have a valid credential/early childhood degree. How will you meet that requirement for your certificate renewal date? What trainings have you had or do you plan to attend?
	50% of teaching staff receive 10 hours of professional learning in curriculum, instructional practices and/or teaching and learning OR have an approved early childhood credential or degree. Note: For your AQR, staff employed for less than one year do not factor in to your training ratios	0	For All STARS certificate renewal, training hours must be current within 3 years OR they must have a valid credential/early childhood degree. How will you ensure that 50% of your staff will meet that requirement for your renewal date? What trainings have they had or do you plan to provide?
Are you maintaining all of the required standards? (Yes/No)		Yes/No	

Classroom & Instructional Quality Domain

Levels 3-5 require a minimum of 8 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Classroom & Instructional Quality (20 points)	Ensure developmental screening within 90 days of enrollment and referral (if needed) within 30 days of screening for all enrolled children.	2	What developmental screening do you use and how do you ensure that every child is screened within the appropriate timeline?
	Implements curriculum that aligns with Kentucky Early Learning Standards (KYEL).	2	Tell us about the curriculum that you implement and HOW it aligns with KYELS.
	Implements specialized supplemental curricula.	1	What specialized curricula do you implement and how will you demonstrate that it has been applied to your classrooms?
	KY Early Learning Standards are incorporated into lesson plans.	2	How do you incorporate KYELS into your lesson plans and how will you demonstrate this for your next certificate renewal?
	Staff support IFSP/IEP goals of individual children.	2	What is your policy/procedure for supporting IFSP/IEP goals and how can you demonstrate implementation?
	Staff conduct ongoing curriculum-based assessment to inform instruction.	2	How do you conduct curriculum-based assessments and how can you demonstrate implementation?

Classroom & Instructional Quality (20 points)	Assessment results are used to inform individual and group instruction.	2	How do you utilize assessment results to inform individual and group instruction and how can you demonstrate implementation?
	Instructional assessment findings are shared with families.	2	How do you share assessment findings with families and how can you demonstrate implementation?
	National Accreditation acknowledged by state approved organization.	1	Type of accreditation
	Meets NAEYC staff-to-child ratios and group size requirements for infants	2	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
	Meets NAEYC staff-to-child ratios and group size requirements for Toddlers	1	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
	Meets NAEYC staff-to-child ratios and group size requirements for Preschoolers	1	How do you ensure ratios are met in all classrooms throughout the day? How can you demonstrate that you meet this standard?
Total Points =		<--- Don't Forget to total your points for each section	

Family & Community Engagement Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Family & Community Engagement (10 points)	Program/Site administrator and 75% of staff complete professional learning activities related to strengthening family engagement. <i>Note: For your AQR, staff employed for less than one year do not factor in to your training ratios.</i>	2	Training hours must be current within 3 years of certificate renewal. How will you ensure that 75% of your staff will meet that requirement for your renewal date? What trainings have they had or do you plan to provide? A brief overview will suffice.
	Implement at least one family engagement activity per year that promotes children's development and learning. Implement at least three family engagement activities per year that promote children's development and learning.	1pt or 2pts	Engagement activities must take place within the current certification period. Provide a brief summary of the family engagement activities you have hosted or plan to host during this certification period. How will you demonstrate delivery for your next desk audit?
	Two-way communication with families.	2	Two-way communication must provide opportunities for both parties to seek and receive information. How do you offer two-way communication in your program and how will you demonstrate this for your next desk audit?
	Implements transition supports for children and families.	2	What types of transition supports do you have in place for children and families? How will you demonstrate this through either policy or practice?
	Share community resources with families.	1	How do you help to connect families with community resources through your program? What types of resources are available and how will you demonstrate this in your next desk audit?
	Builds partnerships with community agencies.	1	What types of partnerships has your program built with community agencies? How can you demonstrate this for your next desk audit?
	Total Points =		<--- Don't Forget to total your points for each section

Staff Qualifications & Professional Development Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Staff Qualifications & Professional Development (10 points)	50% of teaching staff participate in professional learning activities related to curriculum-based assessment. Note: For your AQR, staff employed for less than one year do not factor in to your training ratios.	1	Training hours must be current within 3 years of certificate renewal. How will you ensure that 50% of your staff will meet that requirement for your renewal date? What trainings have they had or do you plan to provide? A brief overview will suffice.
	Program/Site Administrator achieves the Kentucky Director Credential OR holds an administrator certificate in a field not related to early childhood and the equivalent of 3 credit hours in child development or at least 5 years full time related experience in early childhood field.	1	List credential held OR List the certificate held AND how you meet the credit hour or experience requirement. Note that training hours must be current within the certification period.
	Program/Site Administrator achieves Level 2 or above on the Kentucky Career Lattice = 1pt Program/Site Administrator achieves Level 3 or above on the Kentucky Career Lattice = 2pts Program/Site Administrator achieves Level 4 or above on the Kentucky Career Lattice = 3pts	3 pts max	What level has your Program/Site Administrator met on the Kentucky Career Lattice? You can find the lattice on the last page of this document: https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf
	50% of teaching staff achieve Level 1 or above on the Kentucky Career Lattice = 1pt 40% of teaching staff achieve Level 2 or above on the Kentucky Career Lattice = 2pts 30% of teaching staff achieve Level 3 or above on the Kentucky Career Lattice = 3pts 20% of teaching staff achieve Level 4 or above on the Kentucky Career Lattice = 4pts	4pts max	Where does your staff fall on the Kentucky Career Lattice? How will you ensure that they will meet the desired points value for your next desk audit? You can find the lattice on the last page of this document: https://kentuckyallstars.ky.gov/Documents/RatingSystem.pdf
	Individual PD plan aligns with state identified professional core knowledge and competencies.	1	How do you ensure PD plans align with core knowledge and competencies? How can you demonstrate that in your next desk audit?
	Total Points =		<--- Don't Forget to total your points for each section

Administrative & Leadership Practices Domain

Levels 3-5 require a minimum of 2 points in this domain. Section not required for Level 2. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.

Domain	Standard	Pts	How Do You Maintain this Standard?
Administrative & Leadership Practices (10 points)	Administrator/Director is a member of Early Childhood Professional organization.	1	What membership does your Site Administrator/Director hold and how can you demonstrate active participation?
	Teaching staff are provided weekly lesson planning time.	2	How do you ensure teaching staff receive lesson planning time and how can you demonstrate that this is applied?
	Has a system for evaluating staff performance by monitoring and providing feedback for improvement.	2	How do you monitor/evaluate staff performance and how is feedback shared with the staff? What documentation exists to demonstrate application on your desk audit?
	Implements a continuous improvement plan and seeks input from staff.	1	How do you share your continuous improvement plan with staff and what opportunities for feedback are available to your staff members?
	Implements a continuous improvement plan and seeks input from families annually.	1	How do you share your continuous improvement plan with families and what opportunities for feedback are available to your staff members?
	Provides 11 days Paid Time Off annually	1	How can you demonstrate that 11 days of paid time off is provided to full-time staff members?
	Provides Health Insurance	1	How can you demonstrate that health insurance is provided to full-time staff members?
	Provides Retirement	1	How can you demonstrate retirement benefits are provided to full-time staff members?
Total Points =			<--- Don't Forget to total your points for each section

If you complete this form on the excel spreadsheet and enter the totals for each section in the fields above, these scores will autofill.
Please complete this section if filling out by hand.

Standards Summary		
Met all required standards?		Must meet all required standards for Level 2 or above
Classroom & Instructional Quality		Must have at least 8 points for Level 3 or above
Family & Community Engagement		Must have at least 2 points for Level 3 or above
Staff Qualifications & Prof Development		Must have at least 2 points for Level 3 or above
Administrative & Leadership Practices		Must have at least 2 points for Level 3 or above
		In addition to require points above, points require for rating:
		Level 3 - 7 points
		Level 4 - 17 points
		Level 5 - 27 points
Total Points		

Don't forget to complete the Staff Roster!
An AQR submitted without a complete staff roster will not be processed.